

May 2005 ICC Report First Steps Program Evaluator

There is one position that remains vacant at Murray State University. Evaluators have been involved with the new IFSP trainings, assignments to work on Annual Performance Report for OSEP, and revising the Primary Service Coordinator trainings.

The following is a list of the activities for evaluators since the last ICC meeting in March 2005. Information includes March and April 2005.

Potential Training Issues:

- ◆ Documentation of transition meeting discussions when parents do not want the child attending public schools.
- ◆ Team composition using the consultative model/Appropriate team configuration
- ◆ IFSP's are not being completed according to directions.
- ◆ Providers continue to offer services in counties which are not in their contracts
- ◆ Documentation of maternity leave
- ◆ Providers not using updated versions of all evaluation/assessment tools.
- ◆ Insurance Billing and Procedures

Potential Family Issues:

- ◆ Families don't appear to be approaching or realize they can approach their PSC's regarding concerns with providers on the team
- ◆ Families are not happy with the Routine Based Interview. Feel it is intrusive.
- ◆ What families should expect when their PSC resigns.
- ◆ What to expect in Release of Information Forms

Reviews:

- ◆ 25 reviews were conducted.

Potential # of families impacted through Review process

- ◆ Was 1037 families. This number is the number of children an agency billed for within a six month period.

Action Plans approved:

- ◆ There were 26 action plans approved with 4 being sent back to the agency for additional information.

Review reports written:

- ◆ 27 Review reports were written during this period.

Complaints

- ◆ A total of 7 formal complaints were received by the Evaluators. One of the complaints was filed by families.

Complaints resolved with partial review: 5

Complaints still processing: 4

Attendance at meetings:

- ◆ PSC Quarterly Meeting
- ◆ KIPDA Provider Fair
- ◆ DEIC Meetings
- ◆ PSC Workgroup Meetings
- ◆ IFSP Training

Travel

- ◆ There were a total of 40 travel days and 4 overnight visits with a total mileage of 5099 for March and April for 5 Evaluators. One Evaluator had local vicinity travel.

Other duties assigned: These duties involves volunteering and/or assigned by Central Office staff.

- ◆ Assisting with the Annual Performance Report
- ◆ Review responded to IFSP training questions
- ◆ Review/Respond on policies and procedures from administration
- ◆ MSU Parent Consultant Interview Committee
- ◆ KSHA Conference
- ◆ Worked on revising PSC training
- ◆ Transition Agreement meeting with KCEOC
- ◆ Worked in booth for First Steps at the KYSHA Conference
- ◆ Attended Fundamentals of Effective Training